

## Federal Aviation Administration

# Small Business Development Program News

### ***DIRECTOR'S CORNER***



FY2011 was an exciting year! The FAA awarded \$3.9B in direct procurements, of which over \$1.1B (30% against a goal of 25%) was awarded to small business. The Small Business Development Program Group transitioned from the Air Traffic Organization to the new Shared Services Organization.

The Shared Services Organization, under the leadership of Victoria Wassmer, Assistant Administrator, Finance & Management includes information services, financial services, acquisition & business services, and regions & center operations. The purpose of the Shared Services Organization is to streamline functions to ensure that they are delivered as effectively and efficiently as possible. This new organization delivers upon

agency goals to improve accountability and enhance operational efficiency through the responsible stewardship of FAA resources.

One of the tools the Small Business Development Program has used successfully to reach out to the small business community has been our annual training conference. Under the Shared Services Organization this strategy is being expanded to include the Information Services Office. This unique teaming arrangement will provide the small business community with an unprecedented opportunity to network with acquisition as well as information technology professionals together in one location. Therefore together, the William J. Hughes Technical Center, the FAA's Small Business Development Office and the Information Services Office will host the first **"FAA National Small Business and IT Shared Services Partnership & Training Conference"**, July 16-19, 2012 in Atlantic City, New Jersey.

This event, while providing procurement opportunities and training for the small business community, will afford large businesses and procurement officials the opportunity to network with small businesses interested in procurement opportunities with the FAA. Approximately 1,500 conference attendees are expected. Information on teaming opportunities, information technology perspectives, information systems security and privacy workforce sessions and of course, NextGen will be discussed. For your reference, the conference flyer has been included in this newsletter. Come to the conference to see the latest technology exhibited by small and large businesses, participate in the information packed workshops and town hall discussions not only surrounding NextGen but other National Airspace related topics as well. While the FAA continues to be a leader among federal agencies in doing business with small businesses, there is still much to do. In FY12, the FAA is striving to meet if not exceed its FY11 percentage accomplishment/awards to small business.

Inez C. Williams

Director, Small Business Development

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### **What We do?**

- Write FAA Small Business Development Program policy and guidance
- Set annual direct contract and subcontracting goals for small businesses, women-owned small businesses, small businesses owned and controlled by socially and economically disadvantaged individuals, service-disabled veteran-owned small businesses for the participation in FAA acquisitions
- Establish mechanisms for monitoring and evaluating the effectiveness of the small business program
- Ensure FAA-wide implementation and accomplishment of small business objectives



## Mentor-Protégé Program

The FAA Mentor-Protégé Program is designed to assist in the development of small companies who desire to do business with the FAA. Mentors provide technical and financial assistance to small businesses including: Socially and Economically Disadvantaged Businesses, Service-Disabled Veteran-Owned Businesses, Women-owned Businesses, Minority Institutions, and Historically Black Colleges and Universities. Through participation in the program, mentors enhance the small business capability to perform FAA prime contracts and subcontracts while fostering the establishment of long-term business relationships between these entities.

Gloria Rosier, Management/Analyst, is the Mentor-Protégé Program Administrator. Gloria can be reached at (202) 267-7087.

A complete overview of the program along with the list of participating mentors is available at <http://www.sbo.faa.gov>.

## Major Procurement Program Goals and Accomplishments

Prime Contract Categories	Goal Percent	Accomplished Percent 10/1/10-9/30/11	Accomplished Percent 10/1/11-2/29/12
Contracts Awarded to Small Business Concerns	25%	30%	29%
Contracts Awarded to Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals (Includes- 8(a))	10%	12%	12%
Contracts Awarded to Small Business Owned and Controlled by Women	5%	6%	6.22%
Contracts Awarded to Small Business Concerns Owned and Controlled by Service Disabled Veterans	3%	2%	3%



## Electronic FAA Accelerated and Simplified Tasks (eFAST)

eFAST is the FAA's preferred acquisition vehicle for providing small business solutions. The vehicle can be used to identify companies for upcoming procurements. There are 486 reliable and trusted Master Ordering Agreement holders, whose rates have been pre-approved by the FAA. The eFAST services are provided at a low fee to the program office. The following eight functional areas are included within eFAST: Air Transportation Support, Business Administration and Management, Research and Development, Services Engineering, Computer/Information Systems Development, Computer Systems Support, Documentation and Training, and Maintenance and Repair.

For more information on eFAST, visit the website at <http://www.faa.gov/go/efast>

### eFAST Team Contact Information

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## "Source-Net" Database

Another source for identifying small businesses is the FAA small business database titled "Source-Net." Over 2000 small businesses are contained in this database that have registered their contact information and capability statements with the FAA. You may query the database by North American Industry Classification System Code, company name, supply/service, state, etc. The database can be viewed at <http://www.sbo.faa.gov/Source-NetBusinessDatabase.cfm>.



## FAA Small Business Liaison Representatives

### HEADQUARTERS

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On September 25, 2011, and January 29, 2012, respectively Gerald Lewis and Alice Harris joined the Small Business Development Program Group (ACQ-021) as a Senior Management/Program Analysts. Gerald has many years of experience as the Small Business Liaison Representative at the Mike Monroney Aeronautical Center (MMAC) as well as contracting experience at the Eastern Regional Office and the MMAC. Alice brings years of experience as a contracting officers in the Western Pacific Region. Alice and Gerald both bring extensive expertise and valuable skills to ACQ. Gerald's duty station will continue to be located at the MMAC and Alice's duty station will continue to be in the Los Angeles, California Regional Office . [Welcome Gerald and Alice!](#)

## What is eSRS?

The Electronic Subcontracting Reporting System (eSRS) is a web-based system that provides a single point of entry for federal government subcontracting requirements and reports. This centralized database automates the business processes for completion and submission of Individual Subcontracting Reports and Summary Subcontracting Reports.

Subcontracting requirements should be a subject for review and discussion at post award conferences. Also, it is important to monitor contractor performance in meeting goals. This is particularly important early in the life of the contract when the majority of subcontracts will be awarded. Prompt corrective action should be taken if it appears that a contractor will not meet its subcontracting goal.

The procurement team should notify the Small Business Development Program Group or Small Business Liaison Representative of the opportunity to review the subcontracting proposal in sufficient time to provide the representative a reasonable time to review the material and submit advisory recommendations prior to award. The contracting officer is responsible for ensuring that contractor attains all subcontracting goals. Subcontracting (accomplishments) must be timely reported in the eSRS at <http://www.esrs.gov/>. Contracting officers/specialists should review and approve pending ISRs that are in the system. Please direct any questions pertaining to eSRS to Frank Mierzejewski at (609) 485-4384



## Women-Owned Small Business Program

The Final Rule that sets forth procedures authorized by the Small Business Act to help ensure a level playing field on which Women-Owned Small Businesses (WOSBs) can compete for Federal contracting opportunities became effective on February 4, 2011. The final rule is aimed at expanding federal contracting opportunities for WOSBs in 83 eligible industries in which women are underrepresented in the federal marketplace.

The FAA continues to exceed its Women-Owned Small Business goal of 5%. For the period FY-2011, the goal accomplishment percent was 6%. Therefore, the FAA will not amend the Acquisition Management System policies and guidance to implement WOSB competitive procurements at this time. Currently, procurements restricted to WOSBs are not authorized. FAA's WOB advocate is Alice.C.Harris.

## Service-Disabled Veteran-Owned Small Business

**Contracting Officers must now verify the certification of Service-Disabled Veteran-Owned Small Businesses (SDVOSB) prior to contract award.** See AMS Procurement Guidance - Section - 3: Prime Contracting with Small Business, paragraph b. (7) and (8), revised 4/2011. Please direct any questions pertaining to the SDVOSB program to Gerald A. Lewis, FAA SDVOSB Program Advocate ACQ-021 at (405) 954-7704 or [gerald.a.lewis@faa.gov](mailto:gerald.a.lewis@faa.gov).



U.S. Department of Transportation  
Federal Aviation Administration

## The FAA National Small Business and IT Shared Services Partnership & Training Conference

*Procurement Opportunities, Strategic Alliance, Customer Focus*

**July 16-19, 2012**

**Atlantic City, New Jersey**

**Taj Mahal Conference Center**  
1000 Boardwalk • (800) 825-8888

This outreach event targets small and large businesses as well as key government procurement decision makers who desire to do business together in support of FAA Destination 2025 goals.

The conference will feature two training tracks:

- Track 1 - Small business prime contracting, subcontracting and mentor-protégé procurement opportunity sessions covering a broad range of products and services
- Track 2 - Information Technology (IT), Information Systems Security (ISS), and privacy workforce sessions.

Government Agencies Invited: Department of Defense, Department of Transportation, General Services Administration, National Aeronautics and Space Administration, Small Business Administration, and Veterans Affairs

FAA Participants: Washington Headquarters, William J. Hughes Technical Center, Mike Monroney Aeronautical Center, Eastern Service Area, Central Service Area and Western Service Area

Hosted by the William J. Hughes Technical Center and Washington Headquarters

**For more information,  
please visit our website:  
[www.asballiance.com](http://www.asballiance.com)**

The FAA does not endorse any product, service or enterprise in connection with this event.

### Attendee Fee

Includes three receptions, lunch, three continental breakfasts, two afternoon breaks, and conference materials. Five or more employees from the same company will receive a 10% registration fee discount.

On/Before February 29	\$425 Early Bird Special
March 1 - May 15	\$475
May 15 - July 6*	\$525
On-site	\$600
Federal government**	\$125

### Exhibitor Fee

Includes three receptions, lunch, three continental breakfasts, two afternoon breaks, an 8' x 10' booth, and conference materials.

Small business	\$1,099
Large business	\$1,399

Cancellation fees on or before April 13, 2012, are \$75 for attendees and \$150 for exhibitors. No refunds after April 13, 2012.

\*Pre-Registration closed after July 6

\*\*Does not include state and local agencies

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## On-line Training

The Small Business Development Program Group has introduced an on-line training course that will help program managers, contracting specialists, contracting officers and all acquisition personnel to understand how to do business with small Businesses (including service-disabled veteran-owned small businesses, socially economically disadvantaged small businesses (8(a) certified firms), and small disadvantaged businesses.)

The on-line training provides resources such as publications, case studies, marketing tools, sample documents, FAA small business liaison representative points of contact and covers the following areas of interest:

- \_ Small business laws and regulations, and commonly used terminology;
- \_ FAA Small Business Development Program features and its benefits; and
- \_ eFAST.

The training is available through eLMS - the FAA's Electronic Learning Management s System at <https://elms.dot.gov/>. Refer to Course No. FAA60000099, Small Business Program.

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